

**U. S. BANKRUPTCY COURT  
Northern District of Oklahoma**

Announcement Number: FY15/04  
July 17, 2015



**POSITION:** Case Administrator  
Regular, Full-Time

**LOCATION:** Tulsa, Oklahoma

**STARTING SALARY:** CL 23/01 (\$31,652) to CL 25/25 (\$48,403)  
Salary and Classification Level (CL) are commensurate with qualifications, experience and work history.

**CLOSING DATE:** Open until filled. To ensure consideration, apply by 4:30 p.m., July 31, 2015.

The United States Bankruptcy Court for the Northern District of Oklahoma is seeking qualified applicants to fill a regular full-time case administrator vacancy.

**POSITION OVERVIEW:** Case administrators are responsible for managing the progression of cases from opening to final disposition. Duties include: docketing, noticing, maintaining official case records, monitoring the completion of required procedural steps, informing interested parties when orders are docketed, preparing case documents for appeal, reviewing filed documents to determine accuracy and conformity, and taking appropriate action as needed. Also, provides answers to public inquiries regarding court procedures and case status, collects court fees, and has responsibility for the accurate and appropriate verbatim recording of court proceedings in the courtroom through the use and operation of electronic sound recording equipment.

**REQUIREMENTS:** Familiarity with the purpose and format of legal documents. Knowledge of legal terminology. Ability to consistently demonstrate sound ethics and judgment. Computer skills and utilizing multiple computer application skills, including the ability to organize and maintain files electronically. The ability to perform a wide variety of tasks, on a number of different cases, simultaneously. Must be extremely detail oriented and possess strong organizational, analytical, problem-solving, and customer service skills. Ability to make independent decisions to resolve problems, questions, and court-related issues based on knowledge and experience. Knowledge of Federal laws or regulations and/or Bankruptcy rules and procedures, preferred.

**QUALIFICATIONS:** Demonstrated experience in word processing, web-based environments, and data entry are required. Familiarity with electronic case filing, especially the CM/ECF (Case Management/ Electronic Case Filing) system, is desirable. Good judgment, the ability to apply concepts to determine what action needs to be taken, excellent oral and written communication skills, and good proofreading skills are essential. Candidates must be highly motivated,

dependable, detail oriented and able to manage multiple priorities and tasks in a fast paced environment.

The applicant must possess a high school diploma or equivalent. In addition, applicant must have the following experience: for CL 23 - a minimum of two years general experience; for CL 24 – one year of specialized experience equivalent to work at the CL 23 level; for CL 25 – one year of specialized experience equivalent to work at the CL 24 level. **General experience** is progressively responsible clerical, office, or other work that indicates the possession of, or the ability to acquire, the particular knowledge and skills needed to perform the job duties. **Specialized experience** involves the use of automation skills, specialized terminology, and a demonstrated ability to apply a body of rules, regulations, directives or laws. Experience in a legal setting is highly desirable. Experience in bankruptcy or a closely related field is preferred. Education above the high school level may be substituted for the required general experience; however, education may not be substituted for specialized experience.

**INFORMATION FOR APPLICANTS:** This position is regular full time. Employees of the United States Bankruptcy Court are Excepted Appointments and serve at the pleasure of the Court; they are not included in the government's competitive service classification (Civil Service) system, and are considered "At Will". Direct Deposit of pay is mandatory. Employees are required to adhere to the Code of Conduct for Judicial Employees, which is available for review upon request. The Bankruptcy Court hiring procedures follow the guidelines set out in the EEO/EDR Plan, which is available for review on the Bankruptcy Court's website ([www.oknb.uscourts.gov](http://www.oknb.uscourts.gov)). As a condition of employment, an FBI Background Check and a NCIC check are required. Selection for this position is contingent upon proof of U.S. citizenship or eligibility to work in the United States. Only the most qualified applicants will be interviewed and participation in the interview process is at the applicant's own expense. More than one position may be filled. For a review of available federal benefits, please click here: [Federal Benefits](#).

**HOW TO APPLY:** To ensure consideration, apply by 4:30 p.m., July 31, 2015. Submit a cover letter explaining why you are a good fit for this position, your resume, and a federal application form. Application materials may be mailed or hand delivered to: US Bankruptcy Court, Oklahoma Northern, Human Resources – FY15/04, 224 S Boulder Ave, Suite 105 Tulsa, OK 74103; or, sent by fax to: 918-699-4049; or, sent by email to: [hr1@oknb.uscourts.gov](mailto:hr1@oknb.uscourts.gov).

The **application form can be found** at: [www.oknb.uscourts.gov](http://www.oknb.uscourts.gov)

If you have questions about this announcement please contact Charlotte Griggs, Human Resources Office, at 918-699-4841.

EQUAL OPPORTUNITY EMPLOYER